

South Carolina Department of Education

Request for Proposals (RFP)

Nontraditional Training and Employment Subgrants

Application Packet



Deadline for Applications: 5:00 P. M., Friday, April 27, 2007

Jim Rex
State Superintendent of Education

TABLE OF CONTENTS

Part 1. General Information	1
A. Program Introduction and Background	1
B. Program Rules and Regulations	2
C. Statutory Requirements	3
D. Authorized Activities and Program Requirements	3
E. Absolute Priorities	4
F. Funding Guidelines and Requirements	5
G. Review and Selection Process	5
H. Timeline of Subgranting Process	5
I. Deadline and Submission Procedures	5
J. Review Criteria/Points Awarded	6
Part II Application Content and Instructions	6
A. Required Forms	6
B. Required Proposal Contents	7–8
Application Cover Sheet	10
Assurances	11
Project Overview/Abstract (10 points)	12
Needs Statement (10 points)	13
Project Description (20 points)	14
Project Management and Sustainability (30 points)	15
Project Evaluation and Dissemination (20 points)	16
Budget Summary (form and narrative) (10 points)	17
GEPA Statement Directions	18

Part I General Information

The South Carolina Department of Education (SDE) applied and received funds authorized under the provisions of the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1998. Accordingly, the SDE's Nontraditional Employment and Training Subgrant program is operated in accordance with the provisions of the Act.

A. Program Introduction and Background

The Office of Career and Technology Education (OCTE) is pleased to announce that Perkins state leadership funds will be available for fiscal year 2006–07 to target improvement in nontraditional participation and retention. Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1998 authorized that “not less than \$60,000 and no more than \$150,000 shall be available for services that prepare individuals for nontraditional training and employment.”

The OCTE has identified these two nontraditional standards for statewide emphasis. We have worked closely with many of sites to develop improvement strategies for nontraditional standards. These funds are for seed money to launch local improvement strategies. In requesting funding, applicants should remember that all funds awarded must be used to supplement, not supplant, federal, state, local, and other non-federal funds. Applicants may not use Nontraditional grant funds to replace funds that would have been available to conduct activities if Nontraditional funds had not been available. Funds for requested activities can be allocated for a period of one to two years to launch local improvement strategies. After the two-year period, no requests will be approved for the previously funded activities. These funds are available through competitive grants that specifically address local improvement in nontraditional participation and retention.

The specific standards to be addressed in the application for FY 2006–07 are:

STANDARD 5 – Nontraditional Participation: *From the career and technology courses identified as leading to nontraditional training and employment, at least 19.90 percent of the students enrolled will be from the underrepresented gender. Improvement in performance will be demonstrated by an annual increase of 0.25 percent in students of the underrepresented gender enrolling in career and technology courses that lead to nontraditional training and employment.*

STANDARD 6 – Nontraditional Retention: *From the career and technology programs identified as leading to nontraditional training and employment, at least 16.60 percent of the students completing the program will be from the underrepresented gender. Improvement in performance will be demonstrated by an annual increase of 0.25 percent in students of the underrepresented gender completing career and technology programs that lead to nontraditional training and employment.*

Instructions are enclosed for your use in preparing an application. Applications must be submitted and received by our office no later than **5:00 p.m. on Friday, April 27, 2007**. Any grant application received after the scheduled date and time will not be accepted. **Applicants will be notified of selection as soon as possible. All school districts are encouraged to submit an application. Priority will be given to school districts that did not meet the standards. Please submit your applications to Patrice T. Green at the State Department of Education, Room 917 Rutledge Building, 1429 Senate Street, Columbia, South Carolina 29201.** Facsimile copies and incomplete applications will not be considered for funding. Should you need clarification or assistance, please contact Patrice T. Green at 803-734-0070.

B. Program Rules and Regulations

- **Termination:** The SDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. The SDE may terminate a grant after it has been awarded by giving the grantee written notice of termination. In the event of a termination after award, the SDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by SDE if the grantee fails to perform as promised in its proposal.
- **Records:** Grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three years after the termination date of the grant.
- **Copyright:** The SDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyright in any work developed under this grant, and any rights of copyright to which a grantee, sub-grantee, or a contractor purchases ownership with grant support.
- **Amendments to Grants:** Amendments are permitted upon the mutual agreement of the parties and will become effective when reduced to writing and when signed by both parties. All amendments must be submitted by May 11, 2007.
- **Audits:** Entities that *expend \$300,000 or more* in federal awards during the fiscal year are required to have an audit performed in accordance with the provisions of OMB Circular No. A-133, "Audits of States, Local Governments, and Nonprofit Organizations." A grantee that passes through funds to sub-recipients has the responsibility for ensuring that federal awards are used for authorized purposes in compliance with federal program laws, regulations, and grant agreements. The director of OMB will review this amount every two years and has the option of revising the threshold upward.

Entities that *expend less than \$300,000* in a fiscal year in federal awards are exempt from audit requirements in the Single Audit Act and Circular A-133. However, those entities are not exempt from other federal requirements (including those to maintain records) concerning federal awards provided to the entity. Such records must be available for review or audit by SDE and other appropriate officials of a federal agency, pass-through entity, and the GAO.

- **Verbal Instructions:** Only those transactions that are in writing from the Office of Career and Technology Education (OCTE) may be considered as binding. OCTE will honor only those transactions that are in writing and signed by offerers.
- **On-Site Review:** During the year, projects may be monitored on-site. Projects selected for on-site review will be notified prior to the evaluation.
- **Travel Costs:** Travel costs, if allowed under this solicitation, must comply with the South Carolina travel regulations. The per mile cost should be noted in the budget explanation.
- **Honoraria:** Amounts paid in honoraria, if allowed under this grant, must be consistent with SDE policies. You should check with the program office before budgeting for honoraria.
- **Use of Grants Funds:** Funds awarded are to be expended only for purposes and activities covered by the project plan and budget.

- **Documentation:** Grantee must provide for accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances.
- **Reports:** Grantee shall submit a final financial report within 30 days of the final disbursement. This report shall be a final accounting of the grant and may be submitted in either narrative or spreadsheet form.
- **Reduction in Budgets and Negotiations:** The SDE reserves the right to negotiate budgets with potential grantees. The SDE may, in its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the SDE may desire to fund a project but not at the level proposed. In that case, the SDE shall notify the potential grantee of the amount that can be funded and the grantee and the SDE shall negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the SDE.

C. Statutory Requirements

Eligible Applicant

Public school district, or consortium of public school districts may apply for this subgrant.

Mandatory Reporting

The grantee will provide **mid-year** reports and **final reports** on forms supplied by SDE. In addition, statistical data reporting forms are to be submitted with narrative reports. The SDE will distribute information regarding the type of data required and the reporting forms required for reporting.

A final report is due August 15, 2007. The OCTE is required to collect statistical data to meet federal reporting requirements. In addition, this data is used to determine outcomes of funded projects. Failure to comply with submission of this report may affect future funding.

Invitation and Competitive Priorities

Priority will be given to school districts that did not meet one or both of the nontraditional standards and who have not previously received a nontraditional grant.

D. Authorized Activities and Program Requirements

Projects, programs, or services must be designed to increase the participation and retention of nontraditional students in career and technology courses and programs.

Allowable activities include the following:

- comprehensive career guidance
- counseling and assessment
- recruitment or promotional materials or activities for nontraditional career opportunities
- staff development and training
- parent, student, and general public in-services or programs
- sexual harassment education
- curriculum development or modification

- nontraditional mentors, role models, or work exploration experiences
- recruitment, retention, and placement of nontraditional students
- business/industry partnerships
- creative events such as summer activities, summer institutes, or exploratory programs.

Note: Funds cannot be used to pay for consumables such as food.

E. Absolute Priorities

Projects, programs, services, and/or activities may be developed for a specific goal or any combination of these goals.

- Develop and implement programs, services, or activities to increase male and female student enrollment, retention, and employment in occupational areas that are nontraditional in gender;
- Increase awareness among administrators, teachers, counselors, students, parents, and business/industry representatives of sex-role stereotyping and its impact on career choices;
- Promote the elimination of sex bias and stereotyping in occupational education programs through projects such as student organization activities, staff development seminars, public relations campaigns, and development and dissemination of equity information, and career exploration;
- Implement career and technology education programs and activities that address math, science, and tech prep and/or school-to-work transition components to improve the preparation of males and females for employment in technical occupations, new and emerging occupational fields, and occupations regarded as nontraditional;
- Provide access to preparatory and job training programs and supportive services (such as child care, transportation, fee/tuition payment or reimbursement, flexible scheduling, peer or support groups, career counseling, etc.) for young women and men participating in career and technology education programs that lead to marketable skills in nontraditional or high wage, high placement career areas; and
- Assist individuals with the greatest financial need, giving special consideration to all members of special populations.

F. Funding Guidelines and Requirements

Funds must be used to supplement not supplant other funding sources.

The grant period begins September 1, 2006 and ends July 31, 2007. Grants funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period.

Proposed funding request must not exceed \$5,000. Grants can be awarded in excess of \$5,000, but that will be the option of the SDE, the Office of Career and Technology Education. Priority will be given to school districts that did not meet one or both of the nontraditional standards or districts that have never received a nontraditional training and retention grant.

G. Review and Selection Process

All applications will be date/time stamped upon receipt by the OCTE and then reviewed for completeness and compliance with the intent of the law and the purpose of this solicitation. All proposals should be carefully worded and must contain all of the information requested by the State Department of Education (SDE). Incomplete proposals will not be considered. Facsimile (fax) or electric copies will not be accepted or considered.

A committee of persons will review each application. Reviewers will score each application according to the scoring sheet and selection criteria provided in this application. Applications will be ranked by a composite score. The notification of awards will be mailed as soon as possible. Applicants with proposals that are not funded will receive written notification.

H. Timeline of Subgranting Process

Date	Activity/Action
Friday, April 27, 2007	Deadline for Receipt of Applications
To be determined	Notification of Awards mailed
Wednesday, August 15, 2007	Final Report due

I. Deadline and Submission Procedures

One original and two (2) copies (total of three copies) of the application must be submitted no later than 5:00 p.m. on Friday, April 27, 2007, double-spaced, Verdana size 11 font to:

Patrice T. Green, Education Associate
Office of Career and Technology Education
South Carolina Department of Education
1429 Senate Street
Rutledge Building, Room. 917
Columbia, SC 29201

Please keep a copy of the entire application package for your records.

J. Review Criteria/Points Awarded

All proposals should be carefully worded and must contain all of the information requested by the State Department of Education (SDE). Incomplete proposals will not be considered.

Criteria/Scoring	Points
Project Overview/Abstract	10
Needs Statement	10
Project Description	20
Project Management and Sustainability	30
Project Evaluation and Dissemination	20
Budget (form and narrative)	10
TOTAL	100

Part II Application Content and instructions

A. Required Forms

The following pages must be made part of the application in this order.

1. The completed Cover Sheet (page 10), with appropriate, original signatures of district superintendent and project director.
2. The Assurances form (page 11), with appropriate original signature of authorized agent.
3. Each subgrant application must contain an appropriate GEPA statement (page 18).

B. Required Proposal Contents (double-spaced, Verdana size 11 font)

1. Project Overview/Abstract (maximum 2 pages)

Provide an overview of the project to include the what, when, why and where for the project (maximum 2 pages).

2. Needs Statement (maximum 2 pages)

Indicate the needs assessment relevant to the proposal and goals of the project. Use current local statistics that are pertinent to demonstrating the need for the project. The assessment should be based upon objective data, which address the need to increase nontraditional recruitment and retention.

3. Project Description (maximum 3 pages)

- a.) Identify the targeted population and, as specifically as possible, the number of participants to be served. If the targeted population represents a special population group, please identify the group (i.e., single parents, individuals with disabilities, etc.).
- b.) If warranted, describe the method to endure service to those with the greatest financial need.
- c.) State objectives. These objectives should be sequential, specific, measurable, and achievable within the time period of the grant.
- d.) Describe project activities. All activities should clearly demonstrate a commitment to achieving student participation in and completion of career and technology education programs that lead to nontraditional training and employment.
- e.) Provide the name(s) of personnel responsible for the project or activity. Include their responsibilities in meeting the objectives of the proposal.

If work exploration and experience are provided at a job site through a project, any arrangements the application makes should comply with local, state, and federal labor regulations regarding wages (if any), hours, working conditions, insurance, and hazardous occupations.

Flexible scheduling is encouraged, and accessibility to training programs for the client population is essential.

Memoranda of Agreement and/or cooperative arrangements for services and the selection of clients with other agencies (i.e., WIA [Workforce Investment Act], one-stops, Department of Social Services, Department of Vocational Rehabilitation, business/industry, etc.), which provide occupational education skills training, placement assistance, dependent care, or other supportive services for program participants, shall be identified with the grant application.

4. Project Management and Sustainability (maximum 2 pages)

Explain how you will manage the project. If the applicant is partnering with agencies, organization or business/industry to conduct any element of the grant project, the proposal must detail the responsibilities and roles of each partner. Copies of cooperative agreements, Memoranda of Agreement, and/or letters of commitment must be attached. **Explain how will you sustain the project (and its initiatives) once funding has ended.** Preference will be given to applications that show:

- the likelihood that the proposed project will result in system change or improvement,
- the extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies.
- the importance or magnitude or outcomes likely to be attained by the proposed projects, especially improvements in nontraditional recruitment and retention.

5. Project Evaluation and Dissemination (maximum 2 pages)

Using specific evidence, explain how the project will be evaluated for effectiveness. What baseline, interim, and final data will be collected and who will analyze the results? Complete and submit the attached evaluation form. Explain how the project can be disseminated as a best practice.

6. Budget Summary (form and narrative)

Complete the required budget form (page 17) and submit it with your application. Include a detailed budget narrative explaining how funds will be expended.

FORMS

Cover Sheet

SOUTH CAROLINA DEPARTMENT OF EDUCATION

**Office of Career and Technology Education
Rutledge Office Building
1429 Senate Street
Columbia, South Carolina 29201**

Project Identification: Nontraditional Participation and Retention

Title of Project: _____

Applicant: _____

Contact Person: (Include Institution\LEA Name)

Name: _____

Address: _____

Phone: _____

Federal ID Number: _____

CFDA Number: 84.048

Estimated Budget: _____ (not to exceed \$5,000.00)

Funding Period:

From: July 1, 2006 **To:** June 30, 2007

We (I) the undersigned make application for funds authorized under the provisions of the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1998. If funded, we (I) agree to operate the program in accordance with the provisions of the Act.

Authorized Signature

Authorized Agent

Project Director

Date

Date

Completed application must be received by 5:00 p.m. Friday, April 27, 2007

SEND TO:

**Patrice T. Green, Education Associate
S. C. Department of Education
917 Rutledge Building
1429 Senate Street
Columbia, South Carolina 29201**

OCTE USE ONLY: Project Number _____

ASSURANCES

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-state share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the SDE access to and the right to examine all records, books, papers, or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will initiate and complete work within the applicable time frame after receipt of approval by the SDE.
4. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. Grantee will take affirmative action to ensure that applicants for employment and the employees are treated during employment without regard to their race, color, religion, age, sex, national origin, or disability.
5. Will comply with Ethics, Government Accountability, and Campaign Reform Act, S.C. Code Ann. Sections 2-17-10 et. seq. and Sections 8-13-100 et. seq.
6. Will comply with all assurances stated in pages 2 through 5 of the Local Plan Assurances for Career and Technology Education (see <http://ed.sc.gov> CATE Accountability Local Plan Assurances).

Signature of Authorized Agent

Title

Organization

Date

Project Overview/Abstract (maximum 2 pages)

Needs Statement (maximum 2 pages)

Project Description (maximum 3 pages)

Project Management and Sustainability (maximum 2 pages)

Project Evaluation and Dissemination (maximum 2 pages)

Budget Summary

1. Object Class Categories	(1) Federal	(2) State *	(3) Other*	(4)
a. Personnel (Salaries)	\$	\$	\$	\$
b. Fringe Benefits				
c. Travel (Purchased Services)				
d. Contractual (Purchased Services)				
e. Supplies and Materials				
f. Total Direct Charges				
g. Indirect Charges				
h. TOTALS	\$	\$	\$	\$

***Optional:** List below in-kind services or funds provided through other sources in support of this project.

GEPA STATEMENT

NOTICE TO ALL APPLICATANTS

The purpose of the enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. The provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATION TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be

lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirements of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0007**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimates(s) or suggestions for improving this form, please write to:** Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248.